

LEGISLATIVE COUNCIL POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Research Analyst I

AGENCY: Legislative Service Bureau

DIVISION: Research Services Division

SALARY SCHEDULE RANGE: H

STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

This is an entry level research position. Under the supervision of more experienced research staff, this employee learns the intricacies of the legislative process, develops the skills necessary to identify and gather information relevant to research requests related to public policy and bill drafting, becomes familiar with sources of information unique to the Legislature, drafts policy resolutions, and develops consulting relationships with Bureau clients. As training progresses and skills develop, more complex and difficult assignments are encountered.

EXAMPLES OF WORK:

- Conducts research in subject areas or for special projects as assigned by the Division Director which may include retrieval, analysis and compilation of data and other information; may be designated the lead analyst for a subject area.
- Conducts research on requests related to bill drafting from Legal Counsel under the supervision of Research/Science Analysts II or III, Assistant Division Director or Division Director.
- Works to build partnerships with Legal Counsel to support bill drafting.
- Produces memos, short-form research products (e.g., Legislative Brief, At-A-Glance), and uses other suitable Division formats to report findings of research assignments in response to legislative requests or when needed.
- Drafts resolutions under the supervision of the Resolution Coordinator.
- May support standing committees, special committees, legislative workgroups, and individual members by delivering briefings, responding to questions, conducting research, and delivering findings relevant to the issue at hand.
- May contribute to the production of standard division publications.
- Works with Division Director on administrative and process improvement projects.
- Performs other duties as assigned.

MISSION STATEMENT PRINCIPLES AND GOALS

- Displays a team-oriented attitude toward co-workers and other Legislative Council staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Legislature.

KNOWLEDGE, SKILLS AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

The employee in this position possesses the knowledge, skills, and abilities to:

- Appreciate objectivity, accuracy, timely delivery of information, research methods and processes.
- Present complex topics clearly and simply, including the ability to write concisely and in an organized manner and make effective presentations to groups.
- Understand fundamental methods of research.
- Skillfully manage time constraints, deadlines and changing priorities.
- Identify relevant data, and draw inferences to public policy.
- Confidently use standard hardware, operating system, and print functions of a PC.
- Confidently use the standard functions of internal software programs such as email, DCDS and employee self-service.
- Confidently use Microsoft Office Suite software applications to compose documents and construct tables and graphics using the Division's standard formats.
- Confidently use Microsoft Excel to manage data.
- Work well with web-based and traditional tools for research, communication, and time management.
- Perform high-level searches of Division and Legislative electronic databases.
- Ability to create and maintain highly favorable public relations with coworkers and external customers.
- Excellent analytical and problem-solving skills, including the ability to assimilate oral and written data, to analyze facts, and draw logical conclusions.
- Communicate effectively in a technical and non-technical manner.
- Understand the legislative process and Legislative Council business processes and services.

- Present a customer service attitude and a strong attention to detail.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Master of Arts or Science required.
- Minimum of six months to one year of progressively more responsible experience in a legislative environment, public policy area, or in a research field required.
- Effective oral and written communication skills required.
- Demonstrated ability to work with others in a team environment required.
- Proficiency in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint required.
- Experience working with web browsers, search engines and traditional tools for research required.
- Equivalent combination of education and experience acceptable.

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing and able to work overtime as required, including evenings, weekends and holidays.